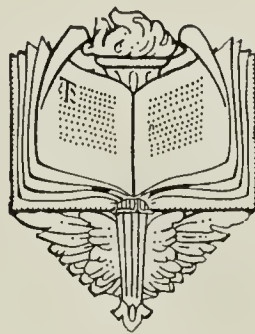


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MANUAL
OF THE
AMERICAN BAPTIST FOREIGN
MISSION SOCIETY

FOR THE USE OF MISSIONARIES



TENTATIVE EDITION

CHAPTERS II, III, IV ONLY

FORD BUILDING
BOSTON, MASS.

1913

II

ORGANIZATION OF THE SOCIETY AND ITS MISSIONS

ORGANIZATION ON THE HOME FIELD

Incorporation. The Society was organized under the name of the General Missionary Convention of the Baptist Denomination in the United States of America for Foreign Missions, popularly known as the Triennial Convention, in 1814, and became the American Baptist Missionary Union in 1846. In 1910 the name was changed to American Baptist Foreign Mission Society. The headquarters were established at Boston in 1826. As a corporation the Society is organized under the laws of Massachusetts, New York and Pennsylvania.

Membership. Membership in the Society consists of all missionaries in active service; life members and honorary life members*; annual members appointed by Baptist churches, each church being entitled to one delegate and one additional delegate for every 100 members up to a total of ten; and all delegates to each annual meeting of the Northern Baptist Convention.

Board of Managers. A Board of Managers, consisting of twenty-seven members, one third of whom are elected each year by the members of the Society, have the general direction of the affairs of the Society. The Board meet monthly, or more often if occasion requires.

General Committee. A General Committee of seventy-five members, including laymen and women, one third of whom are elected annually by the Society, meet once a year. This Committee acts as an advisory body to the Board of Managers.

*No life members have been created since 1867, and no honorary life members since 1910.

Officers' Council and Standing Committees. The executive officers at the Rooms and the chairman of the Board compose the Officers' Council. All business before being presented to the Board is considered by the Council or by one of the standing committees of the Board, or by both.

Secretaries. The practical administration of the plans of the Board of Managers is largely entrusted to the Secretaries, who, with the Treasurer, are elected annually by the Society. The Foreign Secretary has oversight of the work of the missionaries in all the fields of the Society. The Home Secretary seeks the development of missionary interest among the churches throughout the home field, has charge of the publication of literature used for this purpose, and in general executes the plans of the Board for the enlargement of the resources of the Society.

Treasurer. All the funds of the Society are in charge of the Treasurer. Investments are made by him as directed by the Board of Managers, through its Finance Committee. He sends to the foreign field all money to be expended in mission work, as directed by the Board of Managers. For the relations of the Treasurer with missionaries, see index, "Treasurer," and "Mission Treasurer."

District Secretaries. District Secretaries are appointed by the Board of Managers to serve in different parts of the country. They work under the general direction of the Home Department.

Auxiliary Woman's Societies. There are two of these, the Woman's Baptist Foreign Missionary Society, with headquarters in Boston, and the Woman's Baptist Foreign Missionary Society of the West, with headquarters in Chicago. The constituency of the former organization is confined to New England and the Middle States, while that of the latter is found in the northern states west of this territory. The conduct of our woman's work, under the supervision of the Board of Managers, is in general in the hands of these two bodies,

and the single women engaged in our missions are, with few exceptions, under their direction. All appropriations of money by these organizations, as well as appointment of all missionaries, are subject to the approval of the Board of Managers of the Society.

Each of these societies has issued a manual for the guidance of the missionaries supported by them, a copy of which should be secured.

The development of missionary interest in the Sunday schools is under the direction of the Sunday School Cooperating Committee of the three societies, in conjunction with the Baptist Forward Movement for Missionary Education.

ORGANIZATION ON THE MISSION FIELD

Designation of Missions. The missions of the Society are designated by countries: the Burma Mission, the Assam Mission, the South India Mission, the Bengal-Orissa Mission, the South China Mission, the East China Mission, the West China Mission, the Central China Mission, the Japan Mission, the Congo Mission, the Philippine Islands Mission and the European Missions.

Stations. The central points in the missions, where missionaries are appointed to reside, are called stations; as Rangoon, Nowgong, Swatow, Nellore, etc.

Outstations. At greater or less distances from the mission stations there are usually villages or towns where some form of mission work is regularly carried on from the mission station as a center. These places are referred to as outstations.

Mission Conferences^x All missionaries are regarded as responsible directly to the Board of Managers. On each mission field, however, there exists a mission conference whose membership comprises all missionaries of the American Baptist Foreign Mission Society on that field, including the wives of missionaries as well as the representatives of the Woman's

x The 1868 manual^{h24} has this¹⁴ sentence here also:-
There are no organized missions having control over individual workers, but [etc. as above]

Societies. Each conference is a voluntary organization, determining, within the limits of the plan for advisory action by mission conferences adopted by the Board of Managers, its own form of organization and constitution, electing its own officers and prescribing rules for the transaction of business. The object of the conference is twofold: —

1. To afford opportunity for the promotion of social fellowship among its members, the cultivation of their spiritual life and fraternal consideration of matters of common interest in the work of the mission.

2. To perform, either directly or through its reference committee, such advisory functions as are authorized by the Board of Managers of the Society.

Expense of Attending Conference. In view of the twofold nature of the conference as indicated above, the expense of attending the conference is met in part by the missionary from his personal funds and in part from funds of the Society.

Advisory Function of the Mission Conference. The traditional policy of the Foreign Mission Society, in harmony with general denominational ideals, has given large recognition to the individual missionary. The direct relation of all missionaries to the Board of Managers is still maintained, but it is recognized that the judgment and experience of the missionary body is of the highest value in the determination of administrative problems. This advantage is sought through exercise of the advisory function now discharged by mission conferences. The conference is asked to express advisory judgment upon all questions affecting the conduct of mission work, such as estimates for appropriations, designation, transfer and furlough of missionaries, erection of new buildings and the making of extensive repairs, and other specific questions referred to it by the Board of Managers or proposed by individual missionaries. The conference does not pass upon questions of a personal nature, such as provision for family needs.

The conference is not an administrative body to which

individual missionaries or committees appointed by the Board of Managers are subject. Its action is designed to assist the Board of Managers and the boards of the Woman's Societies by advisory judgment.

The plan does not supersede the responsibility of the Board of Managers for final determination of all administrative issues nor for such independent action of the Board as is deemed essential. Nor does it supersede the right of the individual to direct correspondence with the Board. It is understood that after advisory action is had by the conference, the individual, if desiring to do so, is quite free to present his case personally to the Board and that no disloyalty to the conference is involved in such a course.

Reference Committees. In the discharge of its function of rendering advisory judgment to the Board of Managers, each mission conference elects a Reference Committee. This committee is chosen in such way as each mission prefers, but in every case the reference committee should include representatives of the Woman's Societies.

The reference committee is thus distinctively a committee of the conference, created that the representative sentiment of the conference may more readily find expression. It is not an agent of the Board of Managers clothed with administrative powers. Its members have no authority over their fellow-missionaries. Their one duty is, after fraternal conference among themselves and with fellow-missionaries, to express a frank, impartial judgment upon the issues coming before them. It is not designed that unanimity of action shall be urged, but that each member after full deliberation and discussion shall freely express his individual judgment. In case of a divided sentiment, reference committees are asked to indicate in their report the names of members casting a negative vote. The reference committee does not pass upon questions of a personal nature.

In case of unusual emergency, as in sickness necessitating a

furlough, the action of the reference committee shall be immediately controlling. An emergency fund is also provided from which appropriations to a limited amount can be made by the committee without waiting for action by the Board.

Property Committees. Individual missionaries are responsible for the care of property in the several stations, but in each mission field a property committee is appointed by the Board of Managers of the Society, after nomination by the conference. The function of this committee is to consider all technical details relating to property, as the purchase of land, securing of titles of real estate to the Society, or, if this is impossible, insuring the wisest form of holding practicable, arrangement of mission compounds, estimates for new buildings and repairs, and in general to give advice regarding all technical questions relating to mission property. It shall also be the province of the property committee to supervise the carrying out of plans adopted by the Board of Managers for erection of buildings or extensive repairs. No plan for building shall be adopted and no land shall be purchased or sold without approval of this committee except by special authorization by the Board of Managers. Copies of approved plans for residences and other buildings shall be forwarded by the committee as soon as possible to the Foreign Department of the Society. It is understood that all the above provisions should be regarded by missionaries irrespective of the source from which building funds are derived.

Where distances are great the property committee may secure its information by correspondence or may act through such other agencies as is deemed best adapted to secure the end in view in its appointment.

It is the purpose of the Board of Managers, as quickly as resources permit this, to provide for each mission a superintendent of building, whose time shall be devoted exclusively to property interests. It is designed that the property committee shall work in cooperation with the superintendent,

responsibility still remaining with that committee. See also "Mission Property," page 47.

Relation of Property and Reference Committees. It is not designed that the property committee shall assume the functions of the reference committee, but rather that it shall facilitate the work of that committee by furnishing information and plans. The reference committee will in all cases make recommendation with regard to the necessity and amount of appropriations asked for land or buildings, seeking advice from the property committee as to the amount of expense probably involved and the desirability of land, purchase of which is suggested. In case a project for building is recommended by the reference committee and sanctioned by the Board of Managers, detailed plans and estimates will be prepared under the direction of the property committee. See page 47.

It is not deemed wise that the property committee shall be a sub-committee of the reference committee, the two committees being quite distinct in function.

Trustees of Educational Institutions. The higher educational institutions are administered through boards of trustees. These are responsible directly to the Board of Managers. But it is desired that all reports made by them shall be furnished to the mission conference, such suggestions as the conference shall desire to make being forwarded to the Board together with the reports.

Language Committees. The conferences appoint, subject to the approval of the Board of Managers, language examination committees. The duty of such committees is to prescribe a course of study in the language, to conduct examinations for all new missionaries of the Society in its field and to report annually the results of these examinations to the conference and to the Board of Managers. For specific requirements in the matter of language, see page 38.

Mission Treasurers. In each mission field a mission treas-

urer is appointed by the Board of Managers, to act as the agent of the Treasurer of the Society in that field. Through the mission treasurer all remittances are made to missionaries, and through him the missionaries may make remittances to friends or firms at home. For details of the mission treasurer's duties and his relations to missionaries, see index, "Mission Treasurer."

Auditing on the Field. Provision is made by the Board of Managers for auditing the accounts of mission treasurers and educational and other institutions serving the mission at large. Missionaries are asked to conform to the special rules adopted in the mission field with which they are connected for audit of individual accounts before these are forwarded to the Treasurer of the Foreign Mission Society.

Statistician. In each mission a statistician is appointed by the conference whose duty it is to receive from the several stations and classify and transmit to the Foreign Secretary the statistics of the mission.

III

THE JOURNEY TO THE MISSION FIELD

Early Preparation. All preparation should be made as early as possible, and nothing but the changing of American money into foreign money left for the day before sailing. The last few days before embarkation are likely to be so occupied with farewells and final interviews with friends, that no time can be found for making or packing purchases, and any preparations left to that time must of necessity be very hurried and unsatisfactory. If possible, all trunks should be packed ready for the steamer when one leaves home for the port of embarkation.

Allowance for Outfit. An allowance for the purchase of a suitable outfit will be made to each regularly appointed missionary. For a married missionary this allowance is \$400; for an unmarried missionary, \$200. The allowance can be drawn from the Treasurer after the candidate has been designated, but not before the first of April previous to sailing. Missionaries going to India should reserve at the very least one half their outfit money for the purchase of supplies in the large ports of destination. Any balance of outfit money not drawn at the time of sailing from Boston will be paid by the Treasurer in Boston, or he will arrange for its payment by the mission treasurer on the field. Departing missionaries should be sure to arrange this with the Treasurer previous to the day of sailing, in order that English gold or London bank drafts may be secured, or other arrangements made without fail during banking hours. Those sailing from western ports or from eastern ports other than Boston will arrange this with the Treasurer by correspondence.

Return of Outfit. Should a missionary retire from the field after a service of three years or less, for any other reason than that of failure of health, it is expected that an equitable return of the outfit will be made to the Board, due regard being had to the expense incurred and the service rendered.

Medical Outfit. In the case of medical workers, a special appropriation is made for medical outfit, including a supply of drugs and instruments. The amount customarily given for this purpose is \$300. In case a medical missionary removes from a station, all medical supplies should be left at the station unless other arrangement is made with the Board of Managers; in case the medical missionary withdraws from the service of the Society, personal medical equipment so far as received from the Society should revert to the Society.

Conference for Newly Appointed Missionaries. Each year a conference for newly appointed missionaries is held at the Rooms in Boston. It is conducted by the executive officers of the Foreign Mission Society, assisted by the officers of the Woman's Societies, and is specially intended for the instruction of new workers in regard to their varied duties, care of health and manner of living in mission fields. Due notice will be given of this conference, and all newly appointed missionaries are expected to be present.

Farewell Visits to Friends. Missionaries are encouraged to conform to the wishes of friends in the home church or elsewhere regarding local farewell meetings. Missionaries for British India usually sail in a party from Boston; while parties who are to sail from the Pacific Coast are expected to travel across the continent together, according to an itinerary arranged by the Secretaries, speaking in such places as may be deemed desirable.

Farewell Meetings. Inasmuch as the departure of missionaries is a matter of importance to the Society and of special interest to the churches of the port from which they sail, it is usually desirable to hold a "farewell meeting"

at some time before embarkation. Arrangements for such meetings will be duly announced, and it is expected, therefore, that each departing missionary will plan to be present at such farewell meeting. If local farewell meetings should be proposed in his home church or elsewhere, he should not discourage the plans, but accommodate himself to their arrangements, so far as his relations with the Society will allow. Often these farewell gatherings in the home church leave a lasting impression upon those present.

Church Relations. It is generally advisable for the missionary to retain his membership in the home land. His relation to the native church is fundamentally different from that of the native Christians, and should be kept distinct. Moreover, by retaining his membership in this country he will have a tie which will be of mutual benefit, both to the church and to himself.

Arrangements for Passage. All passages will be arranged by the Treasurer. Some missionaries, however, especially those who have had previous experience, prefer to take from the Treasurer such gross sum as may be agreed upon, selecting their own route, and making their own arrangements for their passage. Subject to the general conditions which follow, this plan is sometimes sanctioned, with the understanding that the Society will not be called upon to make up expenditure in excess of the provision regularly made.

Dates for Sailing. The approximate dates favorable for sailing to the various fields are as follows:—

India (Burma, Assam, South India, Bengal-Orissa), in September or October.

China (South, East, West, Central), in August, September or October.

Philippines, in the summer or fall.

Congo, in April, May, June or July. Missionaries accustomed to the climates sometimes sail at other times.

Japan, in August, September or October.

Port of Embarkation. It is expected, unless there is special reason for other arrangements, that missionaries sailing eastward will embark at Boston; those sailing westward, at San Francisco.

Missionaries departing from other Atlantic ports than Boston, or from the Pacific Coast, will need to have special correspondence with the Treasurer.

Routes. The Society provides such a grade of passage as secures all reasonable comfort for its missionaries. It prefers, however, that they do not travel by the more lavishly expensive steamers even at their own charges; and, on the other hand, that they do not seek to save money either for the Society or for themselves by selecting inferior accommodations, a practise likely to result in loss of strength or health, and, on the part of those who undergo such discomforts, in a lessening of ability to work.

Subject to the above considerations, the route which involves the least expense to the Society will be chosen and tickets purchased therefor. Missionaries who wish to deviate from the direct route, or to delay in England or elsewhere, must, therefore, give the Treasurer very early notice of such desire and obtain the consent of the Board of Managers. Any added expense due to one's own delays or deviation of route, either in Europe or elsewhere, must be borne by the missionary.

Steamers from England. It is intended that passengers shall reach England about a week before the departure of the on-carrying steamer. Passages by steamers for the East are secured by the Treasurer, generally three months in advance of sailing dates, as this is imperative during the crowded season in the autumn.

Missionaries are met on arrival in England and are also assisted in their departure by the agents of the Society, and all needed care and help provided.

Instructions about Baggage at Boston. Either on the train

or in the Boston station give trunk checks to the Armstrong Transfer Company, instructing them to hold such trunks as are ready for the voyage, and to send them to the pier of the steamship line by which passage has been engaged the day before the sailing of the steamer. Get information on this point from the Treasurer of the Foreign Mission Society before leaving home. Special tags and labels, which must be attached to all baggage before going on shipboard, will be furnished on application to the Treasurer.

Send trunks not ready for the steamer to the Treasurer of the American Baptist Foreign Mission Society, 100 Bowdoin Street, Boston, or to the hotel or other place of entertainment, if necessary to have them close at hand. Do not fail to arrange with the Treasurer or his assistant for the conveyance of such trunks to the wharf the day before sailing.

Those departing from other Atlantic ports or from the Pacific Coast will need to have special correspondence with the Treasurer about these matters.

Special Duties Before Sailing. 1. Every missionary should make a will before leaving the home land. The importance of this duty cannot be too strongly emphasized. It will save embarrassing delays and considerable expense in the settlement of even a small estate belonging to one dying outside the United States.

2. Missionaries going to China should secure passports from the United States Government. Blank forms for making application can be secured from the Home Secretary.

3. Missionaries should arrange for the payment, by the Treasurer if desired, of life insurance premiums, cost of maintaining children, if any are left behind, and other similar matters which cannot easily be attended to in a foreign land.

4. Each departing missionary should leave at the Rooms the following: —

(a) Copy of the latest photograph of himself and of members of his family.

(b) Brief biographical statement.

(c) Names and addresses (with relationship) of relatives or friends to whom information may immediately be given in case occasion for this shall arise.

(d) His will and his life insurance policy.

5. All missionaries should secure from the Secretaries and Treasurer blank forms for ordering goods, keeping accounts, making reports, and other necessary records.

Let no one forget these things or take it for granted that any of them will be attended to without special and definite instruction.

To be Taken to the Field. 1. A copy of this manual.

2. A copy of the small cable code specially prepared by the Foreign Mission Society, which may be obtained at the Rooms. Note:— The Society has also adopted the Western Union cable code, a copy of which is in the hands of each mission treasurer.

3. Books like the following, or such as apply to the work to be done or the country to which the missionary is assigned (write to the Literature Department for prices):

“Indian Missionary Manual,” by Dr. J. Murdock, of Madras.

“Religions of Mission Fields as Viewed by Protestant Missionaries,” published by the Student Volunteer Movement.

“The Preservation of Health in the Far East,” by W. P. Mears, M. A., M. D., issued by the C. M. S. of London.

“Household Manual of Medicine, Surgery, Nursing and Hygiene,” by Hartshorne.

“Hints to Travellers; Scientific and General,” by D. W. Freshfield and W. J. L. Wharton.

“A Handbook of Invalid Cooking,” by M. A. Boland.

“First Aid to the Injured,” by B. Morton.

“Scientific American Encyclopedia of Receipts,” by A. A. Hopkins.

4. Aids to bookkeeping, the card system and analytical systems.

5. A small case of medicines, which can be secured through the Treasurer (\$2.00).

Clothing and Wraps for the Voyage. For comfort and safety to health on the voyage changes of clothing for both heat and cold should at all times be available. Even in midsummer on the North Atlantic full winter clothing is usually needed. A large lap rug or large double shawl in which to wrap up when occupying a deck chair is an essential; otherwise great discomfort and possibly serious ill health may result.

Passengers for any field in India should buy a cheap sun hat (topee) at Port Said, and wear it thereafter. Passengers for Africa should buy one in London.

Baggage for the Voyage. *In stateroom:* Each passenger may take into the stateroom one "steamer or cabin trunk" and "hand luggage," that is, handbags, wraps, etc. These trunks are low, with flat tops, and must go below the berths, which are seldom more than thirteen inches from the floor. Steamer trunks vary from twenty-eight to forty-two inches in length, but a medium size, about thirty-two inches, is most convenient, and it should be not over thirteen inches high. Have your name painted on both ends of each trunk, and all your handbags suitably tagged.

In hold: Each passenger on the Atlantic steamers is allowed one large or two small trunks of usual shape, which are placed in the hold and cannot be gotten at during the Atlantic passage. On the passage to India from England, or on the Pacific, such trunks, if marked *Wanted on Voyage*, may be opened on certain days. On Indian steamers the baggage allowance may be more liberal.

Baggage checks are not used in countries other than the United States. Each traveler is expected to look after his own belongings. He should have all pieces marked with full name. He should have in his pocket a list of the same and be

prepared to count them whenever a change of conveyance is made.

In the United States the usual baggage allowance is 150 pounds for each full ticket. Outgoing and incoming travelers across the Pacific, however, are usually allowed by American railroad companies 350 pounds of baggage west of Chicago. A special order may be necessary to secure this privilege.

Steamer Chairs. A folding deck chair is a very desirable accessory, but is not usually furnished by the steamer except on hire. Missionaries sailing from Atlantic ports can, if they desire, purchase deck chairs before sailing. Passengers on Pacific steamers are not allowed to use their own chairs, but must hire from the steamship company.

Tickets and Money for Incidentals. Steamer tickets, money for incidental expenses (fees on steamer, etc.), together with any balance of outfit or other moneys, if previously arranged for, will be delivered by the Treasurer a day or two before sailing, or mailed as arranged to missionaries sailing from other ports. Be sure to ask for these early at Boston. Missionaries going to India should hand to the Treasurer any surplus of American money in time to get it exchanged into English money during banking hours.

IV

PURCHASE, PACKING AND SHIPPING OF GOODS

Importance of these Directions. These instructions apply to all missionaries who are sailing, and also to friends who may wish to have the Treasurer of the Foreign Mission Society send goods to missionaries on the field. It is important that all should observe explicitly the directions given, and it is also important that missionaries call the attention of their friends to them.

Freight Allowance. New missionaries, and missionaries returning to their fields of labor, are each allowed free carriage of freight on an amount not exceeding two tons measurement. (Forty cubic feet is a measured or ship's ton.) When goods are shipped by weight, 800 pounds are considered equivalent to forty cubic feet; an allowance measurement or weight is made for each child pro rata cost of ticket. Medical missionaries are allowed sixty cubic feet or 1,200 pounds additional for their medical outfit. This is in addition to the personal baggage allowed upon all passengers' tickets. Such freight is insured without cost to the missionary. But when missionaries on the field order goods from this country for their personal use, the freight and insurance on the same must be paid by them.

Special order blanks are furnished by the Treasurer, which every missionary is expected to use when ordering goods.

What to Take. So great differences of opinion exist among missionaries in regard to what articles of clothing, food and household effects should be taken from the homeland that no definite rules can be laid down here. Prospective missionaries will secure the most practical help and advice by consulting

personally or corresponding with missionaries of experience, preferably those who have lived or are living at the station or in the country to which they are going.

In general, however, it may be said that books, some articles of furniture and a little bric-a-brac may well be taken. Some heavy clothing also should always be available at sea, and missionaries to some fields take along for winter use and for vacation use on the hills the same garments they use in America.

Clothing and many articles of furniture adapted to the tropics can be bought to better advantage in Calcutta, Madras or Rangoon than in either America or England. So also missionaries for Japan and China can make many purchases in the principal ports. For the Philippines all supplies may be taken from the United States, although purchases can be made at Hongkong and Manila. Missionaries for Africa should seek advice from those actually acquainted with their prospective fields.

Special Outfit for Certain Countries. American ideas of the needs of tropical climates are often erroneous. Warm underclothing, for instance, is often needed on the Congo. Each newly appointed missionary should make inquiry about local needs at the Rooms or from some missionary who has had experience in the country to which he is going.

How to Pack Goods. All goods should be solidly packed without waste spaces, with great care, in strong boxes, very securely nailed, ends iron banded, and the boards of which should be not less than three-quarters inch thick; but any case two feet long should be made from boards at least seven eighths of an inch thick. If barrels are used they must be strong, well hooped, and the heads very securely fastened in. Crockery should be packed by an expert packer. Do not mark any package "this side up with care," for such marks are never regarded, and indeed seldom can be seen when stowing in ships' holds. Liquids and articles affected by heat or dampness

(maple sugar, soap, etc.) should be packed in small tin-lined cases, filled in with dry sawdust, excelsior or straw, so that breakage or "sweating" will not injure other goods.

Flour, meal, beans, fruits — dried or preserved in liquids — should be in tins soldered air tight. Preserves in glass fruit jars should never be sent to India, for not one in a dozen on the average will arrive safely.

Books should be packed in separate cases, apart from other goods.

Bicycles in racks, with detachable parts, will not be accepted unless the frame, pedals, pumps, wrenches and other attachable parts are securely boxed.

All trunks to be shipped as freight must be well boxed; the shipping and railroad companies demand this.

Prohibited Shipments. Ammunition, explosives, or highly combustible substances, like alcohol, paint or varnish, must not be included with other goods. The steamers refuse to receive packages on their wharves containing any explosives whatever, and the Society will hold any person who sends explosives strictly responsible for all expenses, fines or damages resulting from such acts. The fine for sending explosives undeclared is \$1,000 or £200. American reprints of English copyrighted works are not admitted into Burma, South India or Bengal.

How to Mark and Ship Goods. All cases which are to go by freight to *Burma, Assam, South India or Bengal-Orissa* from any part of the United States except New York City, should be marked and shipped as follows:

For.....(Name of Missionary)

Care of ERNEST S. BUTLER, Treasurer,
FORD BUILDING, BOSTON, MASS.
100 Bowdoin St.

From

Correspond with Ernest S. Butler, Treasurer, Box 41,

Boston, Mass., concerning all goods to be purchased in and shipped from *New York City*.

Mark all cases plainly with the name and address of the missionary to whom they are to be sent, and on those for Burma add, "Care of F. D. Phinney, Rangoon, Burma"; on those for South India, "Care of Binney & Co., Madras, India"; and on those for Assam and Bengal, "Care of Grindlay & Co., Calcutta, India." Number the cases 1, 2, 3, etc.

Concerning all cases going by freight to *China, Japan* or the *Philippines*, from any part of the United States, write Ernest S. Butler, Treasurer, Box 41, Boston, Mass., for instructions.

All goods for the *Congo* are to be addressed with the name of the missionary and forwarded to Ernest S. Butler, Treasurer, Ford Building, 100 Bowdoin Street, Boston, Mass.

Mark all cases plainly with the name and address of the missionary to whom they are to be sent. Number all cases 1, 2, 3, etc.

As the freight rate is very low, the Society does not burden outgoing missionaries with packages for missionaries on the field, all such parcels being forwarded by freight and the goods insured, unless other arrangements are made between the sender and the missionary. Ocean freight and insurance, the amount of which may be ascertained by writing the Treasurer, must be prepaid by the sender; otherwise the missionary will be charged with the freight and insurance.

How to List Goods — Notification of Shipment. Write at once to the Treasurer of the American Baptist Foreign Mission Society, Box 41, Boston, Mass., reporting the shipment, and send him two duplicate invoices or lists on separate sheets of paper, giving the number, contents, valuation, measurement and destination of each case or parcel separately. Books for India should be listed in detail, giving title, author, publisher and value. Do not write about these matters in the same letter in which you refer to other business.

Never should such entries be made in the lists as "personal effects" or "sundries" or "merchandise." The authorities

have declared their intention of opening any case when such vague description of contents is given in the invoice.

It is very important that this information be sent promptly, as it is needed in Boston before the goods can possibly be sent forward to a foreign country from any port of the United States. If this information is not sent, the goods cannot be forwarded. The customs authorities in foreign countries will not permit cases to be imported till their contents are known and declared.

Cost of Shipping. It must not be forgotten that all goods are subject to shipping expenses, either to the sender or to the receiver, and friends of missionaries would do well to make inquiries before sending out goods to the distant fields, as it sometimes happens that missionaries have to pay freight on goods which are not ordered, and which are not worth, when received, the amount of freight charged on them. The cost of shipping by freight from Boston to Burma, Assam, South India or Bengal is about 35 cents per cubic foot, with insurance at one dollar on \$100, according to the value of the goods. Correspondence should be had with the Treasurer concerning cost of shipping to other fields. The Society will forward freight to any missionary, if the sender prepays ocean freight and insurance. Foreign custom house charges, dues and other governmental expenses are not included in the rates given.

Time for Shipment of Goods. No special dates are fixed in advance for such shipments. The best course for the missionary to pursue is to send his freight to Boston as soon as ready; and everything should be ready so that it may reach the port at least two weeks before the missionary is to sail. This will give ample time for the Treasurer to correspond with him before his departure, in case any question should arise as to the shipment. A shipment can be made several months in advance of sailing, if desired. If special instructions are necessary for this, write the Treasurer and proceed as indicated above.

Valuation of Goods. Goods shipped by freight are insured on the basis of a valuation fixed by the shipper. Customs duties at ports of destination are assessed on the same basis. Care should be exercised, therefore, in fixing values. New goods, of course, should be valued at the purchase price, but old goods thus valued would unnecessarily increase one's customs duties. In regard to the latter the best plan will be to value them at "second-hand" rates, as goods which have been used. When missionaries are going out or returning to their fields, the Society pays duties on goods up to a valuation of \$150 per person. Upon goods ordered from America while he is on his field, the missionary must pay all charges for freight, insurance and customs duties.

Parcels. All bundles, parcels and small boxes, especially those sent by friends to missionaries, should be sent by express to the Treasurer of the American Baptist Foreign Mission Society, 100 Bowdoin Street, Boston, Mass., for repacking and shipment. When friends are intending to send parcels to missionaries by freight from Boston, advice as to time of probable shipment should be secured from the Treasurer, since these parcels must be held in the Rooms till a sufficient number have accumulated to warrant expense of shipment.

Money to Accompany All Orders. It is necessary to call attention to the growing custom of missionaries' sending to the Treasurer in Boston orders for the purchase of goods, sometimes for personal use, sometimes for the use of the mission and for medical or industrial work, and sometimes only for the convenience of friends, without providing money for the payment of these bills.

The Treasurer is not authorized to advance money for any purpose for which an appropriation has not been made by the Board of Managers, and in all cases where such appropriation has not been made, and notice thereof been received by the missionary or mission treasurer, funds should be sent to cover the requested purchase or outlay.

This may be done by depositing the funds with the mission treasurer and securing his draft on Boston, or a letter from him to the Treasurer of the Society, certifying that a certain amount has been placed with him for that definite purpose.

In the absence of such a remittance or notification, *the Treasurer may refuse to comply* with requests for the payment of money in this country.

Missionaries are expected to use order blanks furnished by the Treasurer.

Address the Treasurer. All orders for the purchase of goods should be addressed to the Treasurer, who will fill them and send the goods at the expense of the missionary. If it is desired to have the purchase made by a third party, the Treasurer should be notified, giving the probable cost of the goods, and requesting him to pay for the same on account. If the missionary orders goods from a dealer in the United States, the dealer must be requested to forward to the Treasurer both original and duplicate invoices, as the one is needed as a voucher and the other must be forwarded for custom house purposes at the time of shipment of goods.

Do not write about purchase or shipment of goods on same sheet with other items of business. Better still, do not enclose such requests in letters written on other subjects.

Who May Order Goods. The purchase and shipment of goods for the missionaries, and the forwarding of goods to them from friends in America by the Treasurer's department, require considerable time and involve not a little expense. It is hoped, therefore, that no one will use the department for any purchase outside the desires and requirements of the missionaries themselves. Missionaries sometimes order goods for "friends" residing near them in foreign lands. This should not be done.

Periodicals. Missionaries are advised to ask the Treasurer to order periodicals for them, using the order blanks provided for that purpose.